DOCUMENT RESUME

ED 128 611 CE 007 901

| | |
|---|---|
| TITLE | Human Resources Talent Pool for Career Education. Forms and Procedures. |
| INSTITUTION | Career Education Service Center, Arlington Heights, Ill. |
| SPONS AGENCY | Illinois State Office of Education, Springfield. |
| PUB DATE | [76] |
| NOTE | 17p. |
| EDRS PRICE | MF-$0.83 HC-$1.67 Plus Postage. |
| DESCRIPTORS | *Career Education; *Consultants; Consultation Programs; Demonstration Programs; *Human Resources; Inservice Education; Inservice Programs; *Program Administration; Program Development; *Resource Guides; Resource Materials; State Programs; Workshops |
| IDENTIFIERS | Illinois; Staff Development |

ABSTRACT

As a conveyance for local in-service efforts, the Talent Pool endeavors to identify effective practitioners in the field who can share their methods and materials with less experienced practitioners through demonstration and discussion. Developed by the Career Education Service Center (CESC), this document is a compilation of sample forms and strategies used by CESC in establishing and maintaining the Talent Pool and is offered as a guide to any individual or agency wishing to establish a similar activity. (TA)

**********
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
**********

ED128611

AUG 09 1976

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

# HUMAN RESOURCES TALENT POOL FOR CAREER EDUCATION

## Forms and Procedures

Developed by

Career Education Service Center
(Urban Site)
500 S. Dwyer Avenue
Arlington Heights, Illinois 60005
(312) 398-3308

CE 007 901

Career Education Service Center Staff

| | |
|---|---|
| Site Director: | Donna Fuson |
| Media Coordinator: | Sandra Wittman |
| Site Secretary: | Marilyn Carlson |

## Introduction

The Career Education Service Center (CESC) was established as the urban site for the Illinois Career Education Area Service Centers: A Vehicle for Demonstration, Rural and Urban Sites project pursuant to a grant for career education from the United States Office of Education to the Illinois Office of Education.

The urban site of the Illinois project (CESC) was assigned a six county service area in the densely populated northeastern section of the state.

Staff development was the primary vehicle for change utilized by CESC. In a quest to provide quality staff development programs for LEA's, on a very limited budget, the idea of a Talent Pool evolved and was developed into an effective conveyance for local inservice efforts.

The CESC Talent Pool endeavors to identify effective practitioners who can share their methods and materials with less experienced practitioners through demonstration and discussion.

The following model is a compilation of sample forms and strategies utilized by CESC in establishing and maintaining the Talent Pool, and offered as a guide to any individual or agency endeavoring to establish a similar activity.



CE 007 901

# ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

March 15, 1976

Dear Business Leader:

The State of Illinois, Office of Education, has recently secured federal funds to create two Career Education Area Service Centers in the state. The Northern site of the project, located in Arlington Heights, will serve a six county area and aid administrators, teachers, guidance counselors, and learning resource directors in implementing Career Education through in-service presentations, workshops, and classes and will offer a media center for demonstration of materials.

Many educators would like to become involved with members of the business community in providing occupational information to their students via materials, in class speakers, and field trips to local business concerns. The Career Education Service Center is eager to encourage community business leaders and teachers to work together to provide successful career awareness and self development activities for students.

To achieve this end, CESC is in the process of developing a talent pool as part of its media center resources. The aim is to create a file of career educators and business leaders who would be willing to share their time and ideas by acting as presenters at meetings and in classes or sharing ideas, materials, or assisting in arranging field trips. CESC will act as a human resource clearinghouse and will attempt to match need with an available resource person.

Your talents have come to our attention, and the purpose of this letter is to invite you to join the pool of business leaders who desire to work toward improving the quality of american education and the american worker.

If you would like to aid others through this talent pool, please fill out the enclosed form and return it to me at the center as soon as possible. We would appreciate a written request for withdrawal if at any time you desire to terminate your participation. Please call the center office if you have further questions.

Thank you for your consideration.

Sincerely,

Marilyn Carlson
Talent Pool Coordinator

NORTHWEST EDUCATIONAL COOPERATIVE

Career Education Service Center
500 South Dwyer Avenue
Arlington Heights, Illinois 60005

## TALENT POOL

Name _____

Name of Company _____ Position _____

Address _____ Phone _____

In what type of setting would you participate?

_____in-service
_____workshop
_____in-class presentation
_____conduct a field trip
_____conferences

When would you be available?

_____after school
_____Saturdays
_____during school hours
_____evenings

Would you be willing to?

_____work with teachers
_____conduct field trips
_____provide a school class presentation
_____provide materials about jobs in your company/field

I wish to be included as a resource in the CESC talent pool.

_____
Signature

# ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

Dear Educator:

The State of Illinois, Office of Education has recently secured federal funds to create two area service centers in the state. The northern site of the project, located in Arlington Heights, will serve a six county area and aid administrators, teachers, guidance counselors, and learning resource directors in implementing career education through in-service presentations, workshops, and classes and will offer a media center for demonstration of materials.

Many educators are actively working in the area of career education and are contributing positive, useful ideas. How helpful to all concerned if it were possible to identify these successful practitioners so that they can share their knowledge and expertise with others and be recognized for their work as well. To achieve this end, CESC is in the process of developing a talent pool as part of its media center resources. The aim is to create a file of career educators who would be willing to share their time and ideas with others by acting as presenters at meetings or sharing ideas, materials, or techniques at workshops, for example. CESC will act as a human resource clearinghouse and will then attempt to match need with an available resource person. Those called upon for their talents will be reimbursed for their time and expenses at a rate of $75.00 maximum per diem plus a maximum of $28.00 per diem travel expenses.

Your talents have come to our attention, and the purpose of this letter is to invite you to join the pool of talented persons who have enjoyed success with others and are interested in helping others enjoy success.

If you would like to aid others through this talent pool, please fill out the enclosed form and return it to me at the center as soon as possible. We would appreciate a written request for withdrawal if at any time you desire to terminate your participation. Please call the center office if you have further questions.

Thank you for your consideration.

Sincerely,

Sandra Wittman

Sandra Wittman
Media Coordinator

SW:mc



500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

# TALENT POOL

Name _____ Educational Agency _____

School _____ Position _____

School Address _____

_____

City & State Zip Code County

School Telephone Number _____

What areas of career education would you present?

_____ theory

_____ technique (specify) _____

_____ materials (specify) _____

_____ others (specify) _____

In what type of setting would you participate?

_____ in-service

_____ workshop

_____ teach a class

_____ other (specify) _____

When would you be available? _____

_____ after school

_____ Saturdays

_____ During school hours

I wish to be included as a resource in the CESC talent pool.

_____

Signature

## TALENT POOL USAGE PROCEDURE

1. School desiring a resource person contacts CESC.
2. CESC returns need assessment and procedural outline to requesting school.
3. School returns need assessment to CESC.
4. CESC contacts the appropriate talent pool resource person.
* 5. A contract is sent by CESC to the resource person.
* 6. Resource person receives contract and expense forms and returns the signed contract to CESC.
7. Signed contract, appropriate number of evaluation forms, and the audio-visual needs of the resource person are sent to the contracting school.
* 8. Requesting school returns signed contract to CESC.
9. In-service/workshop held.
* 10. Resource person submits completed expense form to CESC.
* 11. Talent pool user returns completed evaluation forms to CESC.
* 12. CESC bills contracting school for resource person's expenses.
* 13. Contracting school pays account to CESC who in turn pays resource person.

A minimum of four weeks notice prior to the workshop is necessary to arrange for a resource person.

* The contracting school systen has the option of negotiating reimbursement with the presenter or allowing the Center to perform this function. CESC suggests that the contracting school system reimburse the resource person up to a maximum of $75.00 per full day plus 14¢ per mile travel expenses, but may establish an individual reimbursement agreement.

# ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

August 5, 1976

Dear Educator:

During the past school year, you were a participant in the Career Education Service Center's talent pool. We are in the process of updating and expanding the talent pool to meet educators needs for the coming year. If you would like to continue to participate in the talent pool and share your expertise with others in the field of Career Education, please fill out the enclosed renewal application form and return it to CESC as soon as possible.

If you would prefer not to continue to participate, we would appreciate hearing from you regarding this.

Thank you for your interest in CESC.

Sincerely,

Sandra Wittman

Sandra Wittman
Media Coordinator

NORTHWEST EDUCATIONAL COOPERATIVE



500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

# ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

NORTHWEST EDUCATIONAL COOPERATIVE

Dear Educator:

The State of Illinois, Office of Education, has recently secured federal funds to continue operation of the Career Education Service Center for a second year. The object of the center is to provide assistance to career educators in a six county area through staff development activities such as in-service presentations, workshops, and classes and a materials center.

Many educators are actively working in the area of career education and are contributing positive, useful ideas. How helpful to all concerned if it were possible to identify these successful practitioners so that they can share their knowledge and expertise with others and be recognized for their work as well. To achieve this end, CESC has developed a talent pool as part of its media center resources. The aim is to create a file of career educators who would be willing to shure their time and ideas with others by acting as presenters at meetings or sharing ideas, materials, or techniques at workshops, for example. CEAC will act as a human resource clearinghouse and will then attempt to match need with an available resource person. CESC suggests that requesting school districts reimburse talent pool participants for thier time and expenses at a rate of $75.00 maximum per diem plus a maximum of $28.00 per diem travel expenses.

Your talents have come to our attention, and the purpose of this letter is to invite you to join the pool of talented persons who have enjoyed success with others and are interested in helping others enjoy success.

If you would like to aid others through this talent pool, please fill out the enclosed form and return it to me at the center as soon as possible. We would appreciate a written request for withdrawal if at any time you desire to terminate your participatioh. Please call the center office if you have further questions.

Thank you for your consideration.

Sincerely,

Sandra Wittman

Sandra Wittman
Media Coordinator



500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

## REQUEST FOR RESOURCE PERSON
## NEED ASSESSMENT

Name _____ Position _____

School/District _____ Phone _____

Address _____

_____

Desired Topic of Presentation:

Type of Presentation:

Time: _____ Number to Attend _____

Place: _____

Setting: _____ in-service

_____ workshop

_____ consultant

_____
Signature

_____
Date

## TALENT POOL USER/RESOURCE CONTRACT

_____ agrees to utilize the services of _____
(School District) (Resource Person)
from the CESC Talent Pool for staff development purposes.

The above named resource person agrees to provide a Career Education presentation on
_____ at _____ on the topic _____
(Date) (Location)
for which the following audio-visual equipment will be needed:

_____

_____

_____

Reimbursement $_____
for half day_____ whole day_____

_____ _____
(Demonstrator's Signature) (Date)

_____ _____
(Officer for Contracting School) (Date)

_____ _____
(CESC Resource Coordinator) (Date)

# TALENT POOL DEMONSTRATOR
# EXPENSE FORM

Name _____ Position _____

School _____ Phone _____

Address _____

_____

Presentation Date: _____

Presentation Place: _____

ITEMIZED EXPENSES (Include receipts)

Travel _____ miles @ 14¢ per mile = _____

Lunch _____

TOTAL _____

_____
Signature

_____
Date

MAIL TO:

Career Education Service Center
500 S. Dwyer
Arlington Heights, Illinois 60005
Attn: Talent Pool Coordinator



OE 007 901

## TALENT POOL RESOURCE PERSON EVALUATION FORM

Name of resource person_____ Position_____

School District_____

Address_____ Telephone_____

_____

Subject of Presentation_____

Presentation Place_____

Presentation Date_____

1. Was the resource person knowledgeable and prepared for the presentation?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| highly prepared and very knowledgeable | | | | not prepared |

2. Did the resource persons use of materials stimulate interest?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| very effective | | | | ineffective not used |

3. Would you consider the resource person's delivery of the presentation effective in communicating ideas?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| very effective | | average | | ineffective |

4. Was the demonstrator able to suggest useful classroom activities?

_____yes _____no

5. Did the resource person's presentation meet your district's needs?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| highly | | average | | not at all |

6. Overall effectiveness of program:

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| very effective | | | | ineffective |

7. Would you use this resource person's services again?

_____yes _____no

(OVER)

## Resource Person - Evaluation of Presentation

Name_____

School _____ Position _____

Address_____ Phone _____

Title of Presentation_____

Place of Presentation_____

School District _____Date of Presentation_____

Size of Audience_____

Type of Audience

_____ teachers grade level
_____ administrators
_____ guidance counselors
_____ learing resource directors
_____ community
_____ mixed
_____ other

Audience knowledge of Career Education prior to presentation

_____ very knowledgeable; wishing to improve program
_____ aware of Career Education; desiring to implement
_____ ignorant of Career Education theory

Audience interest in program

_____ very high, actively participated
_____ average interest
_____ uninterested

Climate of the meeting regarding Career Education

_____ enthusiastic
_____ interested
_____ apathetic
_____ hostile

How would you rate your presentation's effect on the audience:

_____ very effective; could cause change and implementation of ideas
_____ effective; started people thinking
_____ no effect

Were the facilities at the location adequate to your needs?

_____ yes _____ no

Would you do this type of presentation again?

_____ yes _____ no

Would you alter your program if you were to do it again?

_____ yes _____ no

How?

Why?

COMMENTS: